

City of Chattanooga, TN
Personnel Class Specification

Class code 0593

FLSA: Non-Exempt

CLASSIFICATION TITLE: LABORATORY TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical functions associated with testing and analyzing wastewater samples to assure compliance with federal, state and local standards.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Collects and/or receives wastewater samples, industrial waste samples, and plant samples; verifies/maintains chain of custody of samples.

Prepares and analyzes wastewater samples by performing standard chemical, bacteriological and physical examinations; calculates results of analyses.

Analyzes samples for various parameters as required by environmental agencies, department rules and regulations, plant regulations, and standard laboratory procedures.

Prepares standard solutions and reagent solutions for use in analytical testing.

Weighs exact amounts of chemicals on an analytical balance following laboratory procedures.

Transfers exact weight and volumes of chemicals to volumetric glassware.

Calculates and records results of all tests, including quality control/assurance tests.

Calibrates laboratory equipment; prepares equipment for use.

Operates a variety of machinery, equipment and tools associated with laboratory operations, which may include a utility vehicle, analytical balance, centrifuge, drying oven, scale, spectrophotometer, pipettes, burettes, beakers, and flasks.

Performs general cleaning/maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment,

checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing/cleaning laboratory paraphernalia, decontaminating containers, performing basic repair of laboratory equipment, and cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals.

Monitors inventory levels of departmental chemicals, equipment and supplies; initiates requests for new or replacement materials.

Maintains records of testing results and laboratory activities in compliance with state reporting requirements.

Prepares or completes various forms, reports, correspondence, charts, work sheets, sample sheets, chain-of-custody records, or other documents.

Receives various forms, reports, correspondence, manuals, procedures, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes database or other software programs.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

ADDITIONAL FUNCTIONS

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in chemistry, biology, or a related field; supplemented by one (1) to two (2) years previous experience and/or training involving water/wastewater laboratory analysis, chemistry, laboratory operations, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, fumes, temperature extremes, electric currents, traffic hazards, burns, broken glassware, explosions, toxic agents, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

.